

## Civil Engineer II

Last Updated Tuesday, 12 September 2006

### OVERALL JOB OBJECTIVE:

Under general supervision, to lead, coordinate, and perform public works development review activities; to work with the public on water, wastewater, drainage, flood management, transportation and right-of-way issues; and to perform related duties as required.

Requisition ID

00001933

Position Code

00002014

Job Title

Civil Engineer II

Department

Planning & Development Services

Grade

MGMT-F

Hiring Range

\$55,900 - \$67,080 per year (DOQ)

Full Salary Range

\$55,900 - \$89,450 per year

## Schedule/Hours

Monday - Friday, 8am - 5pm

## Application Deadline

Friday, September 22, 2006 (by 5pm)

## DUTIES AND RESPONSIBILITIES:

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Assumes lead role on the most complex, high profile, development review projects by acting as engineering expert, public works development review team leader, and principal public works development review contact for the community.

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Coordinates, manages, reviews, and approves development applications, subdivisions, site plans, engineering construction drawings, hydrologic, hydraulic and transportation studies, floodplain development and state highway access permits, and traffic control plans. This includes the following:

- Independently analyzes engineering studies to determine whether studies are accurate and based on appropriate assumptions, and to determine if design is adequate, and code requirements are met.
- Reviews and approves engineering construction drawings and site plans for conformance with City design standards, code requirements, and standard engineering practices.
- Performs complex engineering calculations, consults reference materials (codes, design manuals, computer software programs) and sketches designs to determine accuracy of engineering and offer recommendations for revisions.
- Reviews and assists in preparing development agreements, easement and right-of-way dedications, and vacation requests.
- Interacts with professional engineers and planners to discuss and resolve design related problems.
- Reviews development applications to ensure compliance with City codes, ordinances, design criteria, standard specifications, policies, and master plans.
- Prepares development review comments, reports, drawings and information packets concerning development applications for applicants, consultants, developers, citizens, City staff, Planning Board, City Council, and other public entities as required. Modifies information as requested.
- Maintains related files and records for individual development applications.

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Interacts extensively with the public applicants, citizens, developers, staff, and engineering consultants on public works issues. This includes the following:

- Resolves conflicts and revisions with development review applications.
- Investigates complaints, performs field visits, and resolves problems related to design and public works infrastructure.
- Responds to public inquiries.
- Provides information, determines requirements, and makes recommendations regarding fees, ordinances, codes, design standards, policies, and specifications for public works.

- Serves as primary engineering technical liaison to the Planning Board, community groups, and others concerned with development review issues.

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Acts as Engineering Review Manager in the Manager's absence.

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Updates job knowledge regarding development review and engineering design methods, standards, City land use and public works regulations, and the Boulder Valley Comprehensive Plan and associated master plans on an ongoing basis. Remains aware of and is sensitive to community issues impacting the development review process.

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Tracks and resolves issues related to the City of Boulder Design and Construction Standards. On an annual basis completes an update of the Design and Construction Standards. Recommends public works related revisions to the City's code, design criteria, standard specifications manuals, policies, and master plans.

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Researches legal documents, surveys, construction drawings and as-builts, grants or dedications, development agreements and historical development/project records for information related to easements, ordinances, property ownership, public improvements, and reimbursements. Maintains related records.

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Assists other staff as necessary in approving building, right-of-way and access permits, and assessing and evaluating fees and financial guarantees.

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Reviews and maintains current records of as-built drawings and public works infrastructure.

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Assists as required in the review and development of City Capital Improvement Projects (CIP) and maintenance projects. Provides related research, design recommendations, and analysis.

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**Other:**

- Performs related duties as required to meet the needs of the city.
- Takes proper safety precautions, anticipates unsafe circumstances, and acts accordingly to prevent accidents. Responsible for the safety of self, others, materials, and equipment. Uses all required safety equipment and follows all safety regulations, policies and procedures. Reports all accidents and damage to city property.
- Responsible for knowing and complying with all city and department policies; participating in professional trainings and development; and adhering to attendance and workplace attire policies. Generally, duties and responsibilities are listed from most to least critical or time consuming.

The city of Boulder is committed to hiring employees who provide excellent customer service. Our employees communicate courteously and responsively with the public, volunteers, and co-workers, are sensitive to diversity issues, provide effective and efficient service to the public and co-workers and act with a high level of integrity, and take responsibility for their words and actions. All City supervisors are responsible for understanding and enforcing relevant collective bargaining agreements and Management policies; hiring and firing supervised employees or making related recommendations; ensuring employees are trained initially and on an ongoing basis, as needed; providing appropriate feedback to employees by monitoring day-to-day performance; completing performance evaluations on time; correcting problems in employee work habits or performance in a timely manner; prioritizing and scheduling work functions and vacations; ensuring adherence to established safety standards; ensuring the timely completion and submission of all paperwork required by the City to process employee transactions, insurance or injury claims, etc.; maintaining related records; and ensuring the accuracy of reported time use.

**REQUIREMENTS:**

Bachelor's degree in Civil Engineering or related field, or equivalent combination of education and/or experience with a minimum two years education. Three years of civil engineering experience demonstrating a knowledge, understanding, and performance of related technical functions including hydrologic, hydraulic, transportation, and traffic analysis and design. Demonstrated ability to read and interpret engineering construction drawings, surveys, plats, engineering studies and technical reports, design manuals, codes, and regulations. Effective written and verbal communication skills, including the ability to prepare clear and concise written correspondence, reports, and recommendations, and to make public presentations. Strong interpersonal skills, including demonstrated ability to deal with the public on complex issues. Demonstrated analytical and problem-solving skills. Effective organizational and time management skills. Ability to meet deadlines with minimal supervision. Ability and willingness to attend occasional night meetings. Valid Colorado driver's license and acceptable motor vehicle record.

#### DESIRED QUALIFICATIONS:

Certification as an Engineer-in-Training or Professional Engineer. Advanced studies or degree in Civil Engineering. Experience in public works infrastructure engineering including development review and code interpretation in a municipal environment. Familiarity with municipal codes and design standards, the Manual On Uniform Traffic Control Devices (MUTCD), and engineering methods and materials. Computer experience including, word processing, spreadsheets, databases, engineering design, and analysis applications.

#### BEHAVIORAL STANDARDS:

Shares responsibility with all team members to develop a clear, unified City position, and takes responsibility to resolve differences.

Functions as a member of a team emphasizing a problem-solving orientation, effective communication, high integrity, effective and efficient service to the public and co-workers, and accountability in completion of assigned projects.

Actively contributes to and participates as a member of a team, recognizes the needs of the team members and supports them, as needed, to provide for an equitable distribution of work.

Is accountable for communicating with colleagues, customers, the community, other department representatives, and supervisors in a clear, timely and appropriate manner.

Facilitates good communication with and between key stakeholders, including applicants and staff members. This includes providing information and obtaining feedback, listening to and respecting input, listening for high leverage opportunities, listening beyond the communication at the surface to hear the underlying intentions of others, encouraging participation, and confronting and directly addressing issues, as concerns arise.

Consistently demonstrates excellent customer service in all interactions with both internal and external customers; maintains standards of professionalism, respect and fairness.

Demonstrates initiative, is focused on continuous improvement and readily accepts and acts on coaching from supervisor and coworkers.

#### WORKING CONDITIONS:

MACHINES AND EQUIPMENT USED IN WORK INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING: Personal computer, engineering scales and instrumentation, City vehicle, telephone, photocopy machine, facsimile machine, microfiche and microfilm reader, and calculator.